

U.S. Defense Attaché Office Moscow, Russia

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anytime. The pre-departure process includes:

Procedure

1. Complete the Biographic Questionnaire
2. Provide Letter of Invitation
3. Submit Visa Application for each person travelling:
4. Complete medical Certificate
5. Provide information about prospective school
6. Arrange a sponsor for you
7. Arrange airline tickets for the student only
8. Issue the student Invitational Travel Orders
9. Have fun

Action:

Student
DAO
Student
Student
DAO
DAO
DAO
DAO
Student/DAO

Biographic Questionnaire

Please complete the Biographic questionnaire given to you. This information is used to process your visa, and is used at your school in two ways. In listing your professional credentials, family status, hobbies, and interests, it is easier to find a sponsor with a similar background and interests. Secondly, many schools distribute to all of the members of your class a collection of short biographies of all the students, U.S. and international. This helps in better getting acquainted with fellow classmates.

Visa Application

Visas are processed through official channels from the Ministry of Defense through the Ministry of Foreign Affairs to the consular section of the American Embassy. Passports with visas are returned through the same channels. Since obtaining the visa can be the most time-demanding part of the process, we ask that you complete the application package as soon as possible.

Your visa application package must contain the following:

1. Passport for each person
 2. Visa application for each person
 3. Two recent passport-sized photos for each person
 4. The Letter of Invitation

You and each member of your family will be issued multiple entry A-2 visas which are valid for the duration of your studies in America.

Invitational Travel Orders (ITO)

Your ITO is one of your most important documents. The ITO identifies you, specifies which training has been arranged for you, provides the data to pay your stipend, and lists other important privileges and services. We will usually provide you your ITO at the same time that we issue airline tickets. You will receive an ITO stamped 'ORIGINAL' and several copies. Please ensure that you only give the original set to the personnel clerk when you check-in at your school. Please refer to the sample ITO and explanation in the Useful Information supplement of this booklet.

each family member accompanying you.

This screening certificate attests that you are medically fit to conduct training, and the following requirements have been completed:

- a complete medical examination (with chest X-ray) within three months prior to your departure for America;
- negative results in a screen for serologic evidence of the Human Immunodeficiency Virus (HIV);
- up-to-date series of immunizations as approved by the World Health Organization

answering the question of "should my family accompany me?," we will need to address the following contributing factors:

- Is your family authorized to accompany?
- When should your family arrive?
- What services does the IMET program provide?
- What kind of stipend will you receive?
- What kind of housing is available?

'Is Your Family Authorized to Accompany?

Your family is authorized to accompany if you are attending one of the Colleges listed below. Furthermore, if your family members accompany, you will be authorized an increased Temporary Living Allowance (TLA - stipend) for the period that they are present in the USA. If the school that you are attending is not listed, check with the U.S. Defense Attaché Office to determine eligibility.

National Defense University	Armed Forces Staff College
Army War College	Army Command & General Staff College
Naval Command College	Naval War College
Air War College	Air Command & Staff College
	USMC Command & Staff College

When Should Your Family Arrive?

Timing is an important issue. If you are attending language classes, we strongly encourage your family to remain in Russia until you begin studies at your War/Staff college. This will eliminate significant financial hardship associated with moving your family several times.

IMET Services

The U.S. government is committed to the social welfare of the students it invites to study in America, to include a financial stipend, medical/dental care, and transportation. However, regulations forbid the IMET program to fund the travel and medical care of family members. Although you will be authorized an increased Temporary Living Allowance, you will be responsible for their travel, medical, and dental care. The following table provides details:

TABLE OF SERVICES PROVIDED BY THE [MET PROGRAM]

FOR STUDENT

Airline Tickets Provided Free of Charge	Medical Care Free of Charge	Dental Care Free of Charge
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FOR DEPENDENTS

Student Pays All Expenses	Student Pays All Expenses	Student Pays All Expenses
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You will be provided a 'Temporary Living Allowance' (per diem) in order to defray living expenses while you are studying in America. This allowance varies according to location (prices in some areas of the country are more expensive than in others), and on whether your family will be accompanying, and whether on-base (government) quarters are provided.

<u>TYPE OF TRAINING</u>	<u>DAILY TLA RATES</u>	
	<u>ALONE</u>	<u>WITH DEPENDENTS</u>
LANGUAGE TRAINING		
- Basis: quarters and meals are provided b), U.S. Government		
All DLIELC courses	\$ 21	Not Applicable
WAR COLLEGE COURSES		
- Basis: neither quarters nor meals furnished by U.S. Government		
National Defense University	\$ 55	\$100
Army War College	\$ 55	\$ 80
Army Command & General Staff	\$ 55	\$ 55
Naval Command College	\$ 55	\$ 90
Naval Staff College	\$55	\$ 55
Air War College	\$ 55	\$ 80
Air Command & Staff College	\$ 55	\$ 55
USMC Command College	\$ 55	\$ 55
DEFENSE RESOURCES MANAGEMENT INSTITUTE		
- Basis: quarters only provided by U.S. Government		
All DRMI Courses	\$ 30	Not Authorized
ALL OTHER TRAINING		
Quarters and meals provided by U.S. Gov't	\$ 21	Not Authorized
Quarters only provided by U.S. Gov't	\$ 30	Not Authorized
Meals only provided by U.S. Gov't	\$ 34	Not Authorized
No quarters or meals provided	\$ 50	Not Authorized

Payment of Living Allowances

You are eligible for an advance payment of your authorized living allowances upon arrival. This will help in paying for any start-up fees and deposits.

Each school establishes its own policies on how/when TLA is paid. Usually, payments are made once a month.

nearby community.

U.S. Government Provided Housing

We strongly recommend living in on-base housing, and will request that government provided quarters be arranged for you. Government housing typically consists of a room at the Bachelor Officer's Quarters (BOQ) or Visiting Officers Quarters (VOO).

Availability of on-base housing varies according to each location. Some bases, such as Maxwell AFB will allow both you and your wife to stay in the VOQ/BOQ for the duration of your studies. Other bases, such as Carlisle Barracks have limited facilities, but will provide you a room in the VOQ/BOQ for a month or two until you can rent an apartment in town. Unfortunately, most VOQ's are designed for a maximum of two persons in the room. If your children accompany, you will most likely have to rent an apartment.

Renting an Apartment

Since housing facilities are usually limited at most American military bases, most U.S. officers rent an apartment near the college they are attending. If you decide to rent an apartment, your sponsor will be able to assist you in making arrangements. When renting an apartment in America, there are two criteria to keep in mind: whether the apartment is furnished or unfurnished, and whether utilities are included.

Furnished or Unfurnished. Apartments are advertised as either furnished or unfurnished. Typically, an unfurnished apartment is equipped with only a stove and a refrigerator, although a dishwasher, clothes washer, or dryer may be included. Furniture is not included. A furnished apartment, on the other hand also includes furniture.

Utilities included? The second criteria to keep in mind is the price of utilities. Before you sign a rental contract, make sure that you understand what services are included in the lease. Most rental contracts do not include utilities (telephone, water, electricity, gas, and garbage removal services) as part of the lease payment, or, only include some of these services. Thus, when calculating your monthly expenses, you have to take into account utilities in addition to your rent fees.

Telephone Service. If you rent an apartment, you will most likely need to contract for two types of telephone service -- local and long-distance. Most servicing telephone companies have a variety of services and payment plans available. Typical options include: (1) a flat monthly fee for local calls, or, (2) pay for each call made. Your sponsor will have further information. Additionally, an installation charge and a deposit will most likely be required.

Deposits. In most circumstances, a separate deposit is required for your rent and each utility. Prices range from a few dollars to the equivalent of one month's fee, depending upon the individual company. In order to help defray these initial costs, you are authorized to withdraw a portion of your Temporary Living Allowance in advance. Your sponsor will have more information, and will be able to recommend how much should be withdrawn in advance.

Baggage Allowance

You are authorized the following baggage allowance for airline travel:

- for a stay of less than 22 weeks: 2 bags
- for a stay of 22 to 40 weeks: 3 bags
- for a stay of greater than 40 weeks: 4 bags

If you are authorized more than two checked bags, we will provide you with a pre-paid excess baggage allowance ticket. Any additional bags that exceed your allowance will be at your expense.

Each bag must weigh less than 32 kg (70 pounds).

Your Airline Tickets

We will provide you with tickets to your first school location aboard an American-flagged carrier. Your educational institution is responsible for arranging follow-on transportation (the last school that you attend will arrange your return home to Moscow). Please note, that the U.S. government will only pay for your air travel -- you, or the Russian government must pay for your family's airfare.

American airline tickets differ from Russian tickets in that they are in booklet form. Since you will change planes during the course of your travel, each page of the booklet is a ticket for that particular portion of your flight which is highlighted. Times are always given in local time. See example in USEFUL INFORMATION.

Route of Flight

In arranging your route of flight, we will book you on the least expensive route possible, although we will try to accommodate your personal preferences. At the time being, there are usually two options for departing Moscow: (1) Direct to New York via the mid-day flight; or, (2) making a stopover in Frankfurt, Germany to switch planes. Usual entry points in the United States are Washington-Dulles International Airport (Washington DC), John F. Kennedy International Airport (New York), and Los Angeles International Airport. If available, we will provide you with an airport diagram for all domestic USA transit airports applicable in USEFUL INFORMATION.

Departure

Be early. Due to long lines at both the customs and Delta ticket registration office, you should arrive at Sheremetevo-11 airport at least two hours before your scheduled departure time. You should check your bags through to your final destination. (Note: you will still have to claim your bags at customs, and then re-check them at your first stop in the United States.)

Exchange Your Rubles. Previous experience with the Russian Customs Service has shown that you will not be able to take any rubles out of Russia with you. Furthermore, since the ruble is not a freely convertible currency, you are strongly encouraged to change any remaining rubles into dollars.

Frankfurt Airport

Your first stop may be in Frankfurt, Germany, since many flights from Moscow are routed through there. Flying time is approximately three hours, so you will arrive at Frankfurt International Airport at approximately 0900. Most connecting flights to the U.S. depart Frankfurt between 1100 and 1400, so you will have some free time to

Forms. Just prior to arrival in the United States, the airline stewardess will distribute two forms: the Customs Declaration form and the 1-94 Arrival/Departure Record. Fill these out according to the directions given. See the samples in USEFUL INFORMATION.

Procedures: After leaving the plane, you will usually proceed first to passport control, where you will need your passport and 1-94 card. After passport control, you will pick-up your checked luggage, and proceed to customs, where you will need your passport and Customs Declaration form. Please see the pamphlet CUSTOMS HINTS for visitors (provided separately). After clearing customs, you will need to re-check your baggage aboard your continuing domestic flights. If you have not changed any foreign currency into dollars, you will need to do so.

JFK Airport: Most students attending the Defense Language Institute in Texas will be routed through JFK Airport (New York). Since JFK airport is a large international airport with several terminals, a uniformed U.S. military representative will be arranged to assist you, whenever possible.

Domestic Flights

Your route of flight will most likely include one or several domestic legs. Unlike international flights, some optional services may require a fee. Typically, you must pay for alcohol and movies (if available) on U.S. domestic flights. These fees are NOT reimbursable. Additionally, smoking is prohibited aboard U.S. internal flights.

Arrival at Your Destination

Congratulations, you've finally made it. After you step off the plane, a uniformed school representative should be waiting for you. Usually, this representative will be your sponsor. He/she will welcome you to the community, and try to make your stay as pleasant as possible. Your sponsor will help in procuring housing, acquaint you with the school and local area, and will help explain unfamiliar American traditions and military procedures.

If for some reason you cannot locate the school representative, please contact the information desk at the airport, or, call the school (we will provide you pertinent phone numbers).

Travel Expenses

You can be reimbursed for travel expenses after you check-in at your school providing you have a receipt. This includes taxis, meals, and hotel rooms (i.e., your flight was delayed/cancelled due to weather and you had to spend the night). Be sure to save the receipt. Alcohol is not reimbursable.

Settling Your Travel Claim

Sometime during the check-in process at your school, you will be asked to complete a travel claim form. This will be your opportunity to be reimbursed for any expenses that you incurred during your trip to America. In addition to lodging, taxi, and meal receipts, you will need the following:

- the original copy of your Invitational Travel Orders (ITO)
- the transportation request (GTR) which was provided with your tickets

School Military Organization

For administrative purposes, two chains of command may exist at your school: the class organization and the administrative organization. In this case, you would belong to your class organization for day-to-day operations, but your administrative needs would be taken care of by another organization.

The class organization would be a military unit, which consists of the student body graduating in a particular year, i.e., the U.S. Army War College Class of 1994. The Class Leader would be the senior-ranking officer from that class, and he reports to a department of the school.

The administrative organization is typically called the "International Military Student Office" (IMSO). The responsibility of the IMSO is to ensure that all of your needs are taken care of. When you arrive at your school, you will report to the IMSO for administrative processing and familiarization.

Sponsors

As briefly explained earlier, a sponsor will be appointed to help you adjust to life in America. Sponsors are volunteers, and can be fellow students, professors, or ordinary civilians from the local community. Additionally, some schools provide two sponsors -- a military one to show you the school, and a civilian one to welcome you to the community.

Representing Russia

As a representative of the Russian Federation Armed Forces, you will be expected to give briefings or presentations about life in Russia, and the Russian military. We recommend that you take along a few appropriate briefing aids to illustrate your presentations. These can range from souvenirs to photos, books, or videotapes.

At any rate, you will probably wish to bring a supply of souvenirs for the many new friends that you will be meeting. Additionally, many students also present a plaque or suitable pennant to the school on behalf of their nation's armed forces. You may wish to contact the Russian Embassy in Washington D.C. as a possible source of acquiring appropriate souvenirs.

Academic Standards of Conduct

As an International Military Student, you will be a full member of the class. This means that you will attend courses with other American military personnel, and be held to the same educational, testing, and ethical standards.

Graduation

In general, there are three types of diplomas or certificates awarded at graduation: a diploma, a Certificate of Completion, or a Certificate of Attendance.

Successful Completion. All students who successfully complete the established training requirements at a formal course of instruction will be awarded a Diploma or Certificate of Completion. These documents are identical to

Military Status

International Military Students are treated in the same manner as their U.S. counterparts. You will be accorded the same privileges and, therefore, assume the same responsibilities as U.S. personnel. Although you will not be subject to the U.S. Uniformed Code of Military Conduct (UCMJ), you will remain under the criminal and civil jurisdiction of U.S. Federal and State laws.

Military Customs & Courtesy

Student-Instructor Relationship The professor (or instructor) is responsible for the conduct of his class. This is also true when a civilian or enlisted instructor teaches the course. Thus, in some technical courses, an enlisted instructor, as the technical expert, will teach senior officers. All students are expected to afford their instructors the proper courtesy due them.

Colors/Retreat Ceremonies. It is customary to observe the beginning and close of the workday on military installations with a ceremony during which the flag of the United States is raised/lowered. These ceremonies usually occur at 0800 and 1700 daily. If you are outdoors in the immediate vicinity, you are requested to come to attention and stand respectfully until the ceremony is complete. You are not expected to salute.

National Anthem. "The Star Spangled Banner," the national anthem of the United States is frequently played at ceremonies, and at the beginning of sporting events or movies. You are requested to stand respectfully during the playing of the music.

Official Receptions

During your stay in America, you will likely be invited to several official receptions. These events, at which you or your entire class is honored are considered important, and you should plan to attend. Official receptions often have a receiving line. The senior officer and his spouse, as well as other officers form a line to greet the invited guests. The first man in line is usually a junior aide whose duty is to learn your name and introduce you. Do not offer your hand to him, but simply pronounce your name clearly and slowly to him. He will then introduce you to the senior officer. You will pass along the line, greeting each person with a handshake. If your spouse is with you, she should go in front of you.

Medical Benefits

You, the student, will be provided free of charge the same health care available to American Servicemen. Unfortunately, the IMET program cannot pay for the medical costs for your family members.

Base Privileges

As a student attending an American military course, you will be afforded the same privileges and courtesies as American military personnel.

Identification Cards. Identification cards will be furnished to you and your dependents after your arrival in the United States (usually prior to the start of language training). Your Invitational Travel Orders (ITO) are required in order to obtain identification documents.

Commissary & Exchange Privileges. You and your authorized dependents will be authorized to shop at military commissaries and Post Exchanges. Your identification card is required.

courts, basketball courts, soccer fields, and swimming pools. A small fee may be required for use at some installations.

LIVING IN AMERICA

Vaccinations

Please ensure to bring your record of vaccinations/immunizations for you, your wife, and your children.

You should have up-to-date vaccinations against the following:

- Tetanus, Polio, Yellow Fever, and Typhoid

All school age children are required to have the following immunizations: - Diphtheria-Pertussis-Tetanus (DPT)

- Oral Polio (or 4-Salk if unable to take oral Polio)

- Measles vaccine or measles serology (at least 1 : 1 0 titer)

- Rubella vaccine or mumps disease

Employment

Since you have been invited to complete a specific course of instruction, both you and your family members are not permitted to seek or accept off-duty employment during your stay in the United States.

Driving

You will soon discover "America's love of the automobile". During your studies in America, you may wish to consider renting an automobile for an outing sometime, or, purchasing a car for your personal use. Although driving regulations are generally standardized, each state in the USA issues its own Driver's License and vehicle license/registration. Prices for licenses and vehicle registration vary from state to state.

Driver's License. In order to drive in America, you will need either an American driver's license, or, your Russian driver's license with an International driver's license. To obtain an American license, you will have to complete both a written and practical exam. Fees vary from state to state.

Vehicle Registration. If you buy a car, you will be required to purchase public liability and property damage insurance, and, depending on state regulations, you may be required to have the vehicle inspected prior to registration. Furthermore, in order to drive your vehicle on a military base, it will need to be registered at the school.

Informal Social Activities

During your studies in America, you will be invited to many informal social activities. As opposed to official receptions and functions, these invitations will be from new friends and acquaintances. These types of activities are often:

Cocktail parties. You may be invited to a cocktail party at someone's home or at the Officer's Club. These parties are similar to a reception in that although snacks (usually nuts, cheeses, etc.) and alcohol are served, dinner

the group is large, dinner may be served buffet (shvedskiy stol) style.

Picnics, Barbecues, Cookouts. Very popular summer-time get-togethers. The meal is cooked and eaten outside, usually at someone's home or a park. Very casual atmosphere.

Coffees, Teas, Luncheons. These functions are normally for women, and held during the day. Pastries, coffee, tea, and fruit juices are usually served. These functions are often held in honor of a visiting guest.

Invitations

Invitations will be either written or verbal. Some invitations are made orally, either in person or over the telephone. Normally, you answer the verbal invitation by accepting or declining at that time. Other invitations may be written informally by hand, or, formally printed. As a rule, invitations will use the following terminology:

Time: you should arrive at the time specified, or a few minutes later (no more than 15-20 minutes). It is not good to arrive before the stated time.

Place: usually a home, restaurant, or club

Purpose: this will tell you the type of party and what it is for

Dress: attire:

Military uniform: usually a specific type is specified

Formal: Men: civilian suit or tuxedo; Women: long formal dress

Informal: Men: civilian business suit, or sport coat and tie

Women: dress, or fancy suit with trousers

Casual: no necktie expected; open neck shirt or sweater

Very casual: no necktie; open shirt with blue jeans

Responding to Invitations:

RSVP: you are expected to call the host to inform whether or not you will attend

Regrets Only: the host expects you to come; only call if you cannot attend

PM: you have already told your host that you would attend; no call required

USEFULL INFORMATION

NOTE: Information in this section should be tailored to the specific needs for the students from your individual countries.

Suggestions for inclusion: (use creativity)

1. Pre-departure Checklist
2. Description of important ITO lines (i.e., 10. Security Clearance; 11. Conditions: a. Can your family accompany?; b. Who pays your medical expenses?; c. Participation in hazardous duty?; d. Physical fitness training; e. Are you authorized to take a vacation in the USA upon completion of your studies?; f. Who pays for your TLA?; g. Who pays for your travel?; h. Personal vehicle; i. How many bags are you authorized?; 12: Conditions of the IMET agreement between the U.S. and student Country governments; 14: Special (supplemental) conditions (i.e., identify your spouse; increased TLA for War Colleges; amount of books you may have shipped at U.S. Government expense (RIM); any other considerations); 15: Who gets a copy of these orders?
3. Useful Phone Numbers
4. Airport diagrams from Embassy Travel Department
5. School brochures and maps found in SAO office or via "www" internet search methods
6. Clothing size conversion chart (Embassy Travel Department, USIS)
7. Table of Weights and Measures (USIS or Embassy Travel Department)
8. U.S. Military rank chart (SAO or DAO office)
9. Customs Hints brochure (Embassy Travel Department)

PRE-DEPARTURE CHECKLIST

Documents

- Passport
- Invitational Travel Orders
- International Driver's license (if available)
- Russian Driver's license
- Immunization Record
- Health records
- Children's Immunization Records (when they accompany)
- Children's Health Records (when they accompany)

Clothing

- Everyday dress uniform (kitel')
- Everyday uniform (kurtka)
- Summer uniform (4 or more shirts recommended)
- Winter jacket
- Raincoat
- Field uniform (if required)
- Civilian suit
- Civilian clothing
- Civilian jacket
- Sports attire

SOME USEFUL PHONE NUMBERS
Moscow

Embassy of the United States of America, Moscow Defense Attaché Office: 7-095-956-4113 IMET Attaché: LCDR Jeffrey Kuipers, USN IMET Assistant: Master Chief John Daubenschmidt, USN

USA

Defense Language Institute, Lackland AFB, TX
International Military Student Office: (512) 671-3342

Embassy of the Russian Federation: (202) 332-3741
2252 Belmont Road, NW
Washington, DC 20008